

INTELLIGENT VEHICLE INITIATIVE SPECIALTY VEHICLE AND INFRASTRUCTURE CONSORTIUM (IVI - IC)

CHARTER

As discussed January 12, 2000

1.0 Introduction

The Intelligent Vehicle Initiative (IVI) Infrastructure Consortium is a cooperative and collaborative effort between public agencies to conduct analysis, research, development, and field-test of Infrastructure-related IVI improvements.

This Partnership is to conduct projects in alignment with the overall goals of the IVI program: to speed the development, availability, and use of driving assistance systems to reduce the number of fatalities and injuries resulting from vehicle crashes. Systems considered capable of this reduction would deliver useful information to drivers, help drivers process information, make better decisions, operate the vehicle more safely.

On September 25, 1998 the FHWA Office of Safety & Traffic Operations Research and Development provided 80/20 funds in the amount of \$1,000,000 as “seed money” to the Regional Pooled-Fund. Caltrans provided the state match of \$250,000 to leverage that full amount for use by the Consortium. The Regional Pooled-Fund was created to encourage state agencies and interested entities to expand the \$1,250,000 with other funds. The timeline for action is October 1998 through September 2004.

Consortium projects are funded with Federal SPR-II funds and with Regional Pooled Funds allocated by participating government agencies. California Department of Transportation is the “Lead State” in the pooled fund study and administers the funds. The distribution of funds to projects is agreed upon by the Consortium members as a whole.

As a guideline to the Partnership’s administration, including project prioritization and selection, the following Charter was developed by founding members of the Consortium: FHWA, Caltrans, MNDOT, and VADOT. It is the Consortium’s intention to revise/amend this Charter, if necessary. A signed Memorandum of Agreement letter outlining responsibilities and organization resources (Attachment 1) shall be submitted by each agency contributing to the pooled fund.

1.1 Infrastructure Support Motivation

Intersection crashes account for almost 30 percent of vehicle crashes in the United States. Future intersection collision avoidance research should ideally build upon, but expand the scope of, previous intersection collision avoidance (ICA) research. Run-off-the-road crashes similarly account for approximately 20 percent of vehicle crashes. Previous research sponsored by the IVI identified promising vehicle-based systems that can warn drivers of dangerous situations ahead, and account for the current operation of the vehicle when determining the need for a warning, and also warn drivers who are actually in the process of leaving the roadway.

The IC will support the IVI in sponsoring and directing research programs intended to reduce intersection crashes and run-off-the-road crashes, and in representing the government stakeholders who must ultimately plan, design, build, operate, and maintain the highway infrastructure needed to effectively support vehicle-highway cooperation.

In summary, the intent is to:

- Sponsor and support innovative research in IVI and related ITS technologies and services;
- Serve as stakeholders in ITS infrastructure by representing state and local governments, partnering with vehicle manufacturing industry through the IVI Enabling Research organization, and partnering with transportation infrastructure industry to develop innovative technologies; and
- Improve safety by deploying infrastructure.

The consortium is a group of states and representative local government agencies who are willing to participate and support, through financial, technical, and deployment means, the objective of improving highway safety through the use of innovative intelligent vehicle, vehicle-highway cooperative, and infrastructure-based ITS methods. The nucleus is formed by the founding states California, Minnesota and Virginia, though additional agencies will be engaged to broaden the resources and deployment opportunities of this initiative. The US DOT may partner with the IC to provide financial and technical resources.

The activities of the IC should reflect the participants' collective assessment of the most effective means of improving highway safety within the scope of the initiative. The US DOT will, through the IVI and other programs, continue to pursue a broader research agenda, and will strive to coordinate research with that supported through the IC.

2.0 Guiding Principles

- (1) the comparison of state-level programs and interests will allow for identification of joint program activities – area and level of research and development,
- (2) a unified/coordinated evaluation process for similar project types will be implemented

- (3) the individual components of the program may be locally organized and managed under the direction of a state-level program, and
- (4) individual states provide for the coordination with local level participants, both government and industry – requiring minimum level of program management support.

2.1 US DOT and Membership Roles and Responsibilities

The USDOT role is to:

- Provide specialized technical support
- Confirm research agenda
- Facilitate cooperation with vehicle manufacturers
- Facilitate international research and standards

The Consortium Member roles are to:

- Involve state technical experts/stakeholders
- Propose research agenda
- Administer research projects
- Communicate with the IVI Enabling Research Consortium
- Conduct field operational tests
- Plan for deployment and then deploy
- Represent other governmental stakeholders

3.0 Organization

The consortium organizational structure is comprised of a Steering Council, a Program Administrator (Caltrans), and temporary technical committees.

3.1 Steering Council

Public agencies and academic associates are eligible for membership. Each organization shall appoint one formal member to the Steering Council. Associate appointees from the same organization may attend activities. The formal member may designate a substitute from the organization on occasion. Contribution of \$25,000, or more, per year to the pooled fund is required to be eligible for “Pooled Fund Member” status. Additional voting and non-voting members may be appointed to the Steering Council through a vote of approval.

The US DOT advisor is also a member of the Steering Council:

- Bob Ferlis, IVI Cross-Cutting Issues Coordinator, in matters of Infrastructure focus.
- Dr. Shahed Rowshan, IVI Specialty Vehicle Technical Director, in matters of Specialty Vehicle focus.

The Steering Council is responsible for organizing itself, establishing operating policy and organizational direction, and has overall responsibility for approval of work plans, budgets, and products. The Steering Council Chair and Vice Chair are selected by the broader Steering Council. Chairmanship will rotate annually; the Steering Council will administer a ballot for new positions. The Chair and Vice Chair positions are not precluded from serving consecutive terms.

3.2 Program Administrator

The Program Administrator operates under delegated authority from the Steering Council and is responsible for day-to-day management of the Partnership. This involves providing response materials to the Board and its committees, assuring that contracts, schedules, work plans and project descriptions are followed. The Administrator is responsible for quality control and evaluation, recommendation regarding preparation/review of contract documents, change order requests, and authorizing progress payments. The Program Administrator is also responsible for providing contract progress report to the Steering Council.

3.3 Technical Committees

At the direction of the Steering Council, technical committees may be established for specific periods and tasks. Membership to a technical committee may be expanded to non-voting Steering Council agencies/entities. The Technical Committee is chaired by the voting member agency or a designated representative. The technical committee will report to the Steering Council at their regular meetings or as needed..

4.0 Voting Rights

The representatives of public agencies active in the Steering Council are eligible to vote on all program issues. The public sector agencies of the Steering Council may choose to go into executive session to prevent potential conflict from occurring.

4.1 Quorum

The quorum of the Steering Council, any committee or subcommittee shall consist of representation from 100% pooled fund contributors (council member or designee). Teleconference presence qualifies a person for voting.

4.2 Approval of RFPs/Selection Process

If external resources are required, the Steering Council – or its designated technical committee - will organize, and approve RFPs to assure their consistency with the work program and budget. Technical Committee will recommend the selection of contractors to the Steering Council. The technical committee will assure consistent treatment of contractors and that the qualified list is consistent with the approved contractor selection process.

4.3 Project Acceptance

The Steering Council is responsible for acceptance of final products from contractor teams.

5.0 Travel Support

Travel costs are to be kept to a minimum whenever possible. The Steering Council's "Pooled Fund Members" are eligible for reimbursement of reasonable costs of travel, including registration fees, accommodation, and sustenance, to attend Consortium meetings. Rates are limited to Caltrans travel reimbursement rates.

As of 11/02/1999, the reimbursement rates are as follows:

Per Diem Reimbursement:

- Lodging - (Receipt is Required) effective 11/2/99 actual cost up to \$84 + tax. Increases lodging up to \$110 for specific Bay Area counties and parts of L.A. See Lodging Rates/Requirements.
 - Lodging outside of California reimbursed at actual rate (no restriction).
- Breakfast - actual up to \$6.00
- Lunch - actual up to \$10.00
- Dinner - actual up to \$18.00
- Incidentals - actual up to \$6.00

- Employees may not be reimbursed for lodging without a receipt. No exceptions.
- Employees may no longer claim non-commercial lodging/meals. Program was abolished 7/1/97.
- No incidentals may be claimed for travel of less than 24 hours, or for the first 24 hours of travel.
- Effective January 1, 1999, meal reimbursements for travel less than 24 hours will be subject to taxes. If trip requires an overnight stay, the meal reimbursements are non-taxable/non-reportable income.

Mileage Reimbursement:

Non-represented employees may claim up to 31 cents per mile. This mileage is not taxable.

The subsistence and transportation allowances are as stated in the California Department of Transportation's Travel Manual for non-state Employee Travel Reimbursement Section. The FA 1301 Form "Non-State Expense Invoice" (attached) should be submitted to claim reimbursement of the authorized travel and per diem expenses. Appropriate receipts shall accompany the request. The request must be approved by the appropriate department authority (this study's Project Manager.)

Travel costs of attendance at meetings by additional employees of member organizations may also be reimbursable in special cases approved in advanced by the Administrator or the Steering Council.

At the discretion of Program Administrator, or if approved by the Steering Council, reasonable travel costs for attendance by Steering Council members or designated representatives at other events germane to the Consortium may be reimbursed.

6. Amendments

This Charter may be amended by vote of the Pooled Fund Members.